

**EXCAVATION PERMIT
NAVAL AIR STATION PENSACOLA**

An excavation permit must be obtained prior to any excavation on board Naval Air Station Pensacola, to include NOLF Bronson, Corry Station, and Saufley Field. **This permit must be displayed on the job site at all times.** To obtain a permit, fill out blocks 1-4, below, attach a site plan and other appropriate documentation, and submit this form to the NAS Pensacola Real Property Management Department, 850.452.4515 X375, Building 3560. Instructions are on the back of this form.

Permit No. _____	Date: _____	SPONSOR _____
1. PROJECT TITLE Title: _____	2. PROJECT LOCATION Street Address: _____ Nearest Intersection: _____ Nearest Building: _____	2a. Name Phone# _____
3. PROJECT DESCRIPTION Detailed Descriptions: _____ Proposal Start Date: _____ Duration: _____ Machinery: _____ Depth: _____ Width: _____ Length: _____ Drawing Attached: Yes / No _____	4. REQUESTOR INFORMATION Name: _____ Command/Company: _____ E-Mail Address: _____ Phone: _____ FAX: _____	
5. NASP REAL PROPERTY MANAGEMENT DIVISION Signature: _____ Date: _____		
6. COMMERCIAL AND OTHER UTILITIES CLEARANCE For Bell South, Gulf Power and Cable TV (Mediacom) contact Sunshine State One-Call at 1-800-432-4770. Call between two and five days prior to excavation. Ticket Number: _____ Date: _____ Time: _____		
7. NASP ARCHEOLOGICAL REVIEW Contact NAS Cultural Resource Manager at 452-4515 X331 SIGNATURE: _____ DATE: _____ Comments: _____ Notes: Clearance may require extended time depending on location. Report all inadvertent discoveries to the Cultural Resources Manager.		
8. NASP ENVIRONMENTAL REVIEW Contact NASP Installation Restoration and Natural Resources at 452-4611 ext. 103 Comments: _____ <div style="text-align: right;">SIGNATURE: _____ DATE: _____</div>		
9. NASP SAFETY REVIEW Contact NASP Safety at 452-3013 for all projects to ensure a competent person has been assigned to each excavation and provide standard operating procedures for excavation. Contractors have the ultimate responsibility to ensure compliance with applicable occupational safety and health regulations on their project. Comments: _____ SIGNATURE: _____ DATE: _____		
NOTE: When locating services have revealed a concentration of telephone cables and or utilities in areas where excavation operations will be performed, a trench greater than the depth of the intended work, six (6) feet to either side and perpendicular to the intended line of work shall be hand dug to verify that all cables and or utilities in this area have been properly located and or identified. Machine excavation in areas of concentration shall not be undertaken until hand-digging operations have completed. One mark or flag could identify multiple utilities. Color code markings used are as established by Sunshine State One-Call conventions as provided by RPMD.		
10. UTILITY CLEARANCE (Utility markings valid for 5 working days.) Date Located: _____ Contact Jones/ Hill at 452-5525 ext. 339/340. Comments: _____ Electrical/Ground Electronics Present: Y / N SIGNATURE: _____ For Ground Electronics contact NASP at 452-2849 or Sherman Field at 452-3460 if applicable. Date Contacted: _____ For Electrical contact High Voltage Shop at 452-2648 each day of digging. Date Contacted: _____ Note: Excavations within 2 feet of marked utilities on all sides must be hand dug until utilities are fully exposed.		
11. Base Communications Officer (BCO) – Fiber Optic Cable and Navy Telephone Clearance Date Located: _____ Contact BCO at 452-3454 Comments: _____ SIGNATURE: _____		
12. FIRE INSPECTION BUREAU: SIGNATURE : _____		DATE: _____
FINAL PERMIT APPROVAL: SIGNATURE: _____		DATE : _____
Comments: _____		
13. PROJECT CLOSEOUT: As-built record drawings to Real Property Management Division		
2.1 FORM 1 Rev. A	Note: This permit is void if survey markings are removed/ relocated/ altered in any way prior to start of construction.	

EXCAVATION PERMIT INSTRUCTIONS

NAS Pensacola Real Property Management Division will assign a permit number. Contact 452-4515 X375, facility 3560 room 127. The Requestor will fill out blocks 1 – 4 and provide a drawing/sketch and relevant detail of the project. Be complete. A POC and contact phone number are mandatory. The requestor is responsible for notifying the Sunshine State One-Call and getting a ticket number for block 6. Blocks 8 through 13 and final permit approval are by the NAS Pensacola BOS Contractor.

Block 1. Title of project.

Block 2. Provide street address and nearest intersecting street along with nearest building number.

Block 2a. Provide name and phone number of sponsor or contact person.

Block 3. Short description of project and estimated duration. Give the dimensions of the excavation along with any type(s) of machinery that is/are to be used.

Block 4. The name and phone number of a POC is essential. Provide a FAX number and an e-mail address if available.

Block 5. Real Property Management Division will review all new routes/locations for acceptability.

Block 6. The command or company actually doing the excavation must contact Sunshine State One-Call at 1-800-432-4770, not less than two days nor more than five days prior to excavation. They will provide a ticket number, which must be recorded on the permit, along with the date and time of contact.

Block 7. The cultural resources contact can be reached at 452-4515 ext. 331, or located in Building 3560 room 127. Archeological clearance could require an extended amount of time depending on location of project and archeological sensitivity of the area. All inadvertent archeological discoveries must be reported to the Real Property Management Division, cultural resources manager.

Block 8. The environmental branch is located in Building 1754, telephone 452-4611.

Block 9. The Safety Office is located in the North end of Building 648, telephone 452-3013.

Block 10. Primary POC is Mr. Bob Nichol at 452-5525 ext. 339. He is located in Building 458, which is located South of Hovey Rd. West of Hulse Rd. and behind CNET HQ (Building 628). If research indicates the presence of Ground Electronics, the excavator must notify them at 452-2849. If electrical lines are present, the excavator must call the High Voltage shop, 452-2648, at the beginning and end of each day of digging.

Block 11. Base Communication Office (BCO) Primary POC is Mr. Jerry Olsen at 452-3454. He is located in Building 3261, which is located North of Taylor Rd. and West of Murray Rd. in a fenced compound West of the Navy Bank.

Block 12. Primary Fire Department POC is J. R. Williams at 452-2898. He is located in Bldg 25.

Block 13. Provide "As Built" record drawings to the Real Property Management Division.

The final approval block will be signed by Jones/Hill Joint Venture upon satisfactory completion of all of the above blocks. Do not begin excavation activities of any type prior to final permit approval. A copy of the approved excavation permit is required to be posted or readily available at the job site at all times.

Site License Instructions:

Providing the following information will help expedite the processing of your request for use of property under the control of NAS Pensacola.

1. Specific location requested for use such as NAS Pensacola or NOLF Bronson.
2. Specify the inclusive dates. We can locally issue site licenses for periods not to exceed one year. There are provisions to issue site licenses for periods of up to five years duration with major command approval.
3. Description of the property such as, camping site 1, ball fields, old airfield pavements or building 123, room 4.
4. Purpose of the license – please tell us why you desire use of the facility.
5. and 5a. will be completed by the Navy
6. Name and address of the organization requesting use of the facility
- 6a. Name, address and phone number of a local representative we can contact regarding this request.
7. and 8. Requirements for payments and deposits will be determined on a case-by-case basis.
9. Insurance – private organizations are required to procure and maintain third-party liability insurance in minimum amounts of \$100,000 per person and \$300,000 per accident, for death or personal injury, and \$50,000 property damage. Public agencies need to specify if self-insured or provide proof of insurance as applicable.
10. General Provisions applying to use of this license will be resolved on a case-by-case basis.
11. Please provide the name of the individual executing the provisions of the license. This may not be the same person named as a point of contact for information regarding this request.

Please direct questions or your responses to Mr. Chuck Brevik, (850) 452-4515 X375, FAX (850) 452-3447, or email at brevikcr@pwcpcens.navy.mil. Thank you for providing complete and accurate information.